

Community Systems Development Subcommittee (CSDS) Meeting Minutes - DRAFT

Systems Alignment and Integration Committee, ELC

November 21, 2013 from 10:00 a.m. – 12:00 p.m.

Conference call #: 888-494-4032 Pass code: 719 851 8485 #

These minutes were approved at the March 4, 2014 meeting of the Community Systems Development Subcommittee.

I. Welcome and Introductions

Present by phone: Ana Maria Accove, Sam Aigner, Casey Amayun, Valeska Anleu, Faith Arnold, Cindy Bardeleben, Juanona Brewster, Nancie Brown, Jeanna Capito, Andrea Densham, Eileen DeRoze, Kassia Eide, Ruth Kimble, Lori Longueville, Karen Miller, Janice Moenster, Edna Navarro-Vidaurre, Carolyn Newberry-Schwartz, April Peska, Kathy Robson, Gina Ruther, Amy Schroeder, Christy Serrano, Penny Smith, Maureen Sollars, Kathy Stohr, Joanna Su, Candace Williams, Jay Young.

II. Review and Approval of Minutes (September 10, 2013) ([attachment 1](#))

There was a motion to approve the minutes by Jay Young, seconded by Candace Williams; the motion was unanimously carried.

III. Early Learning Council/ Home Visiting Task Force Updates

- A. ELC SIAC Blending, Braiding, and Sustainable Funding (BBSF) Subcommittee Illinois Roundtables related to quality improvement ([attachments 2-3](#))

Sam Aigner and Gina Ruther co-chair the BBSF Subcommittee, which had originally had planned roundtables to identify administrative barriers on blending and braiding across the state. Then OECD asked them to also examine where some investments could be made to engage programs in QRIS (the Quality Rating Improvement System). BBSF hosted 5 roundtables across the state (discussion questions were attached), and they were very successful, reaching well over 200 attendees. There has been a lot of great feedback and recommendations for overcoming barriers and addressing policy changes, and how to engage programs in moving up the rating scale. The roundtables were driven by small group discussions and the notes are being compiled now. Stakeholder interviews will be completed as well.

One theme of interest to this Subcommittee was that community level investments are needed in order to help programs work together. Programs like collaborating, but the current systems don't always set themselves up to do so; there are different monitoring and data systems, and funding streams follow the child, creating a feeling of competition instead of collaboration.

Draft recommendations will be circulated to roundtable participants in January (with a report due to OECD in December to meet internal deadlines). Please contact Gina or Sam with any questions.

- B. Home Visiting White Paper recommendations ([attachment 4](#))

Jeanna Capito reported that the HV Quality Recommendations came out of the SAC grant and will be shared widely with a variety of audiences. As the CSD Subcommittee, we should consider how we can have a role in supporting these efforts. Recommendation #10 is to maximize support for home visiting programs to actively engage in local community collaborations. Home visiting needs to be part of a response that comes with a collective approach to community systems; we should think about what support is needed by home visiting in order to improve community systems development. The recommendations went to the HVTF, which is expected to adopt them at its February meeting, before advancing to the full ELC. Please share this widely with your networks and agencies. Jeanna thanked Penny

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Smith and others who helped make this possible. We'll work to ensure that the CSDS workplan addresses the relevant pieces.

IV. Workplan Items (as revised to coordinate with Consortium for CSD - RTTT)

A. Goal A (serve as an advisory body to State Initiatives)

1. **MIECHV** ([attachment 5](#)): Joanna Su reviewed the handout.
2. **Race To The Top Early Learning Challenge/ Consortium for CSD** ([attachment 6](#))
 - a. **Strategic planning process**: Kathy Stohr reported that this is underway; 46 collaborations received a survey from BUILD on Monday. This includes those listed in the Community Profiles, AOKs, and a few others. If anyone would like to be included, please email Kathy Stohr. BUILD is also compiling a brief analysis of what other states are doing (building on prior research developed by the CSDS) and will incorporate findings from the BBSF roundtables. Preliminary data should be available in the next couple of weeks. To date, 24 people have been engaged in the thought leader team (public and private sectors, and sectors within EC). Regional trainings will be led by Chris Foster about what it means to be a local EC system – a combination of training on concepts and opportunity for people to provide feedback (in February and March in Peoria, Metro East, and the Chicago area).
 - b. **March 31 2014 Springfield conference planning committee**: BUILD and IAFC will work together with a committee of volunteers. The conference will include a plenary panel of national experts, a stakeholder input session, and skill-building workshops. There will be a planning call on Monday Dec 9 at 11:30 a.m. If you are interested, please contact Kathy at stohrk@actforchildren.org.
 - c. **Survey of community systems coordinators**: The survey of collaborations was sent out by BUILD on a tight timeline to collect baseline information about where collaborations are. A second survey is planned on TA and training needs of coordinators and collaborations, which is pushed back, probably to Spring 2014.
 - d. **Stakeholder meetings** – January 14 (Bloomington, INCCRA) and 16 (Chicago, tentative location is Roosevelt University). These will be open to other ELC Subcommittees, including SIAC, and BBSF. BUILD will facilitate these sessions to collect feedback on a state to local system.
 - e. **Training** modules are available; please contact Kathy if you are interested. The Partnerplanact.org website is continuing to serve as a resource. In addition, there is a listserv (all members of CSDS were added to the list) and a newsletter will be distributed to highlight promising practices across the state. By December or January, there should be a more formal TA intake process. TA is limited, and cannot include ongoing staffing or leadership; it could include problem solving or strategizing. A webinar series will be launched; the next one will be offered on Wednesday Dec 11 at 1pm on parent engagement and leadership in CS building, featuring the work of three collaborations (Aurora, ESTL, Evanston).
3. **Early Childhood Community Systems/PROTECT (Promoting Resiliency of Trauma Exposed Communities Together)**. Juanona Brewster from ICAAP reported that the Leadership Team has met to discuss planning and to attend a facilitation training. The first year of the grant will focus on gathering information. Each committee will meet in 2013 to develop questions for a survey to go out to ECCS members and other organizations, to identify what's going on related to professional development, policy and systems integration, and protocols, and how effectiveness is being measured. Most Committee Co-Chair positions have been filled, and when HRSA approves the list, ICAAP will distribute this along with more information about how to get involved. If you have any questions, please contact Juanona at jbrewster@illinoisaaap.com.

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B. Goal B (advance access to resources to guide CSD work)

1. Definition of high quality EC system, CSD core functions, guiding principles –

How to integrate/ publicize this document ([attachment 7](#))

This document was finalized after the last CSDS meeting and then went to SIAC, which moved it to the ELC Executive Committee, which had some questions about integrating parents as leaders. Jeanna added a sentence or two from the BUILD language that we had previously discussed; the revised version went back to the ELC Executive Committee and to the full Council in October, where it was passed. A cover memo was added to separate sample activities from the guiding principles and core functions. Everyone is encouraged to integrate and utilize these principles in your communities. For example in Elgin, it was shared with the EPEL Executive Committee to link their work to these principles. Penny Smith commented that this was a great jumping off point from which agencies can build a framework. Kathy said that Candace Williams is working to develop a training module on these concepts, and would like to offer a 1.5 hour workshop. MIECHV will coordinate its planned training work with this effort. Jeanna offered to put together a list of who is training who in relation to this.

2. (Revised CSD Resource Toolkit is online)
3. (Updated Community Partnership Profiles are online)
4. Clearinghouse for CSD professional development: No one reported on any upcoming trainings to share with the group. Anyone can post training information directly to the googlegroup by sending an email to: IL-CSD-Subcommittee@googlegroups.com.

C. Goal C (create, recommend, and support state to local funding mechanisms)

1. Feedback needed: how governmental bodies approach CSD ([attachment 8](#)) JSu

Joanna shared a template that would collect information on various state agencies' requirements or expectations around community collaborations and system building. This document was originally developed as part of the DHS Early Childhood Community of Practice that was convened under Ana Maria Accove's leadership. One goal of that initial group was to develop common contract language that would allow providers to braid funding to support this work in a coordinated fashion.

The following suggestions were made to the template:

- Adding other categories of targeted membership (in addition to parents)
- Changing "is there a paid local coordinator" to something like "is there an expectation of local coordination or reimbursement" to acknowledge that few entities have a designated local staffperson for this function
- Adding the purpose of the collaboration
- Adding who provides TA
- Adding the purview of the collaboration – is it advisory or can it take direct action?

Faith Arnold wanted to know how to get funding from these agencies/divisions, and if there could be a matrix of community collaborations regarding effectiveness and program elements. Ana Maria noted that existing collaborations should consider that all of the listed programs have some requirement to do EC collaboration or system-building. So in each community, you would find out which organizations are being funded for these programs, and those are the organizations that you should engage to be part of your collaboration. IAFC will be updating the Community Partnership Profiles and can take this recommendation into consideration, based on resources available. Kathy said that some of the data in the upcoming surveys could be useful for this purpose. Also in 2014, IAFC will put out a series of papers and one will be on financing and sustainability to share how collaborations are approaching different topics.

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Penny shared that PFA and PI grant requirements include a component on community collaborations (this is on the ISBE website). Penny said that after ISBE’s family engagement framework is finalized, Reyna Hernandez is interested in working on community systems and collaborations.

Joanna thanked everyone for their feedback and will move forward with using this template to survey state programs. Recognizing that not all state programs may understand or use this framework, this survey would be done on the phone or in person rather than via email.

V. Proposed Meeting Schedule

Our January meeting date is canceled, since there will be two Consortium for CSD stakeholder input sessions during this week; everyone is invited to participate in those sessions if interested. To address scheduling conflicts, we will alternate meeting times between 11:00 am and 1:00 pm, and we will ensure that we do not overlap with Illinois Project Launch meetings (note: these currently take place on Thursdays). Please mark your calendars for the following dates:

Tuesday, March 4	11:00 am to 1:00 pm
Tuesday, May 6	1:00 pm to 3:00 pm
Tuesday, July 1	11:00 am to 1:00 pm
Tuesday, September 9	1:00 pm to 3:00 pm
Tuesday, November 18	11:00 am to 1:00 pm

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